

# Office of Local Programs Implementation Workshop

Award Year 2009



# Office of Local Programs (OLP)



- Transportation Enhancements
- Safe Routes to School
- Congestion Mitigation & Air Quality
- Scenic Byways
- Transportation Community and System Preservation

# Guest Speakers

## **Opening Remarks and Introductions**

B.D. Wilson, Commissioner, Department of Rural & Municipal Aid

## **Role of the Federal Highway Administration (FHWA)**

Greg Rawlings, Transportation Specialist, FHWA

## **Implementation of the Interim Guidelines for LPAs**

Ray Polly, Executive Advisor/LPA Program, KYTC Department of Highways

## **Rescission Update**

Ron Rigney, Director, KYTC Division of Program Management



# Office of Local Programs Implementation Workshop

Award Year 2009



# Federal Transportation Funds Benefit Communities

**Greg Rawlings, Federal  
Highway Administration**



**U.S. Department of Transportation  
Federal Highway Administration**





---

# Who is FHWA?

- The Federal Highway Administration (FHWA), part of the US Department of Transportation, provides expertise, resources, and information to improve the nation's highway system and its intermodal connections.
  - The **Federal-Aid Highway Program** provides financial assistance to the States to construct and improve the National Highway System, other roads, bridges, and trails.
  - The **Federal Lands Highway Program** provides access to and within national forests and parks, Indian reservations, and other public lands by preparing plans, letting contracts, supervising construction, and inspecting bridges.
  - FHWA conducts and manages a comprehensive research, development, and technology program.
-

---

# Key Programs for Community Projects

- Federal Lands Highways Program
  - Surface Transportation Program
  - Transportation Enhancement Activities
  - Congestion Mitigation and Air Quality
  - National Scenic Byways Program
  - Recreational Trails Program
  - Safe Routes to School Program
  - TE and RTP can support Youth Corps
-

---

# Federal-Aid Highway Program Funds

- Surface Transportation Program (STP), Congestion Mitigation and Air Quality Improvement Program (CMAQ), Highway Safety Improvement Program (HSIP), and Safe Routes to School (SRTS).
  - Broad range of eligible projects: from highway construction to pedestrian and bicycle projects, transportation trails and historic preservation.
  - SRTS projects are eligible within about 2 miles of elementary and middle schools, and may include trails.
  - CMAQ projects must benefit air quality; may be used as STP in States with no nonattainment areas.
-



# SAFETEA Funding Levels for Kentucky FY 2009

■ Transportation Enhancements	\$13,200,000
■ CMAQ	\$12,000,000
■ SRTS	\$ 2,300,000
■ NSB	\$43.5m Nationally

- Funding: 10% of STP (including Equity Bonus thru STP): more than \$800 million per year (2005-2009).



---

# Federal Project Activities

- Administered by State DOTs. Each State has its own project application and selection process.
  - States requirements may be stricter than the Federal requirements.
  - States are encouraged to use Youth Corps.
  - Program info:  
[www.fhwa.dot.gov/environment/te](http://www.fhwa.dot.gov/environment/te).
-

---

# Federal Project Examples

## Transportation Enhancements



**Streetscape**



**Covered Bridge**

---

# Federal Project Examples

## CMAQ



**Bicycle Lane Construction**



**Roundabout**



# Federal Project Examples

## Scenic Byways



**Mountain Home Place – Country  
Music Highway - NSB**



**Wilderness Road Heritage  
Highway - NSB**

# Federal Project Examples

## SRTS



Walking School Bus



Enforcement



---

# Federal Highway Program Update

The Federal Surface Transportation Program must be reauthorized (or extended) in FY 2009. FHWA is considering input.

- National Surface Transportation Policy and Revenue Study Commission: [www.transportationfortomorrow.org/](http://www.transportationfortomorrow.org/).
  - House Transportation & Infrastructure Committee: <http://transportation.house.gov>.
  - State DOTs; Highway Users; Transit; Rail
  - Federal Land Management Agencies
  - Other Interests: air quality, bicyclists, climate change, ecosystems, environment, freight, trails, wetlands, wildlife...
  - TE: [www.fhwa.dot.gov/environment/te/authideas09.htm](http://www.fhwa.dot.gov/environment/te/authideas09.htm)
-

---

## For more information:

Greg Rawlings  
TE/SRTS/SB/RT Program Manager  
[gregory.rawlings@dot.gov](mailto:gregory.rawlings@dot.gov)

Bernadette Dupont  
CMAQ Program Manager  
[bernadette.dupont@dot.gov](mailto:bernadette.dupont@dot.gov)



U.S. Department of Transportation  
**Federal Highway Administration**

---

# Office of Local Programs Implementation Workshop

Award Year 2009



# OLP Staff

- Jackie Jones, Safe Routes to School (SRTS)
- Susan Hedden, Congestion Mitigation and Air Quality (CMAQ)
- Jayne Combs, Scenic Byways and Transportation Community and System Preservation (TCSP)
- Mike Jones, Historic Preservation Coordinator

# What does the LPA Guide Cover?

- Focus on project development and implementation
- Also provides guidance on funding, construction, reimbursement and close-out

# How should the LPA Guide Be Used?

- Reference document to quickly locate detailed information
- Not intended to be used as a comprehensive document for all federal requirements
- References and source documents
  - Familiarize yourself



# Certification

- Must complete and submit certification form
  - Appendix B
- Appropriate LPA representative has reviewed and understood
- Compliance
  - Both federal and state
  - Included in your packet

# Working with KYTC and FHWA

- KYTC recipient of federal funds
  - OLP responsible for use and management of funds
- KYTC serves as both advisor and monitor
- Advisor
  - Provide guidance and assistance
  - Main goal is successful implementation
- Monitor
  - Provide administration and oversight
  - Goal is to ensure requirements have been met

# LPA Requirements for Implementation

- Adequate staff
- Project delivery systems
- Accounting controls

# Project Design

- LPA is responsible
  - Consultant
  - In-house
  - Other governmental agency
    - Requires an intergovernmental agreement
- All plans and specs must be reviewed
  - OLP review
  - KYTC district review
- All phases must be prepared and sealed by a professional engineer
  - Licensed in Kentucky
  - Must adhere to KRS 322

# Project Design

- Projects with architectural services
  - Pre-qualification by OLP
  - No pre-qualification categories within KYTC

# Disadvantaged Business Enterprise Program

- Disadvantaged Business Enterprise (DBE)
  - The DBE program ensures equal opportunity for socially and economically disadvantaged small businesses.
  - DBE businesses requirements:
    - At least 51% owned by one or more individuals who are both socially and economically disadvantaged
    - Need to be on KYTC Certified List of DBE Contractors
    - Management and daily operations controlled by one or more of the disadvantaged business owners





# DBE Program Mission

- Helping to remove barriers for participation of DBEs
- Assisting the development of firms that can compete successfully in the marketplace outside the DBE program
- Providing maximum opportunity for DBEs to participate with other sub recipients and contractors that receive federally funded contracts

# Federal Design Requirements

- Eligible for reimbursement
- Meet NEPA requirements
- Procurement
  - Title 49 CFR “Common Rule”
  - Title 23 CFR “Admin. Of Engineering and Design for Service Contracts”
  - Title 40 US Code “Brooks Act”
  - Title 23 US Code “Letting of Contracts”

# State Design Requirements

- Kentucky Model Procurement Code (KRS 45A)
- Pre-qualification
  - KYTC pre-qualification
  - Two Step Process
    - Request for Proposals (RFP)
    - Selection Committee
- LPA pre-qualification
  - Submit Certification to OLP
  - Documentation of qualifications
  - Highlighted on page 14 along with a checklist on page 15

# In-House Engineering

- Matching component
- Performed by Professional Engineer licensed in Kentucky

# Right-of-Way and Utilities

- Encroachment Permits
  - Required for ALL projects within KYTC Right-of-Way
  - Coordinate with LPA District Coordinator
- Property Acquisition
  - Temporary construction easements
  - Permanent easements

# Federal Right-of-Way Requirements

- Uniform Act
- Offers for acquisition may not begin until after FHWA environmental concurrence



# State Right-of-Way

- Right-of-Way Guidance Manual, Jan. 2007
- Relocation Assistance Guidance Manual, Jan. 2006
- Appraisal guidelines
- Must Use KYTC pre-qualified appraiser and receive approval From central office Right-of-Way
- Preservation easements

# Utility Burial and Relocation

- Must comply with Division of Right-of Way requirements
- OLP limits utility relocation to 25% of federal award
- Matching component
- Betterment to existing utilities are NOT eligible

# Construction Contract Letting and Award

- Federal Requirements
  - Must competitively bid
  - Title 23 Part 635.112 (b)
    - Advertised minimum of 3 weeks
  - Lowest responsive bidder
  - Must include FHWA Form 1273
    - Appendix H
  - Applicable for both prime and sub-contractors
  - EEO requirements

# Construction Contract Letting and Award

- State Requirements
  - Must adhere to Kentucky Model Procurement Code (KRS 45A)
  - Pre-qualification
    - KYTC pre-qualification
    - LPA pre-qualification
      - Submit Certification to OLP
      - Documentation of qualifications
      - Requirements highlighted on page 21

# Wage Rates

- Federal Requirements
  - Davis-Bacon Act
  - Not applicable to highways functionally classified as local or rural minor collector
  - Applicable for ALL SRTS projects
- State Requirements
  - Applicable for projects over \$250,000.00

**If project qualifies for both use higher of the two**

# Construction

- Contract Administration and Inspection
  - KYTC accountable to FHWA
  - Contract Administration Checklist
  - Appendix F

# LPA Responsibilities During Construction

- On-site inspection
- Project administration
- Kentucky licensed Professional Engineer
- Consultant
  - Must be pre-qualified by KYTC
- Workers in Right-of-Way must wear specific high visibility garments
  - 23 CFR 634
- Oversight of weekly payroll collection requirements
  - 23 CFR 635.118

# Construction Specifications and Inspection

- KYTC/DOH 2008 Standard Specifications for Road and Bridge Construction
- KYTC Materials Manual\*
- Secretary of the Interior's Standards for the Treatment of Historic Properties
- Kentucky Streetscape Design Guidelines

**\* LPAs Are Responsible for ALL Inspections and Material Testing**





# KYTC and FHWA Reviews

- KYTC and/or FHWA may conduct field or office reviews at any time
- Announced and unannounced reviews
- Verify inspection and documentation
- Provide assistance
- Significant failures may result in rescission of funds

# Federal Participation in Construction by LPA Forces

- In some cases part or all of a project may be accomplished by LPA Forces
- Requires prior approval from KYTC and FHWA
- Requires Public Interest Finding
  - 23 CFR 635 Subpart B
- Must comply with Kentucky Model Procurement Code (KRS 45A)



# Change Orders

- Accurate budgets are a necessity
- No allocation of additional funds
- Cost overruns responsibility of LPA
- KYTC to review changes in scope, schedule, and re-distribution of **allocated funds only**
- Submit formal request
- Not approved unless received in writing from OLP

# Completion, Final Audit and Closure of Construction Phase

- Completion
  - Upon completion, notify OLP for field inspection
  - OLP will verify compliance with ALL KYTC and FHWA requirements
  - LPA Engineer's Certification
  - KYTC Formal Acceptance Report
- Final Audit
  - OLP may conduct final audit of construction contract documentation

# Completion, Final Audit and Closure of Construction Phase

- Final Audit (continued)
  - Review final pay quantities, material certifications and test results
    - OLP/LPA concurrence and final payment
- Closure
  - Submittal of Release of Contractor Form
  - OLP request closure by FHWA
  - LPA must maintain ALL records for three (3) years

# Auditing Requirements

- OMB Circular A-133
  - Sets forth standards for obtaining consistency and uniformity for the auditing of states, local governments, and non-profit organizations expending federal funds
  - Issued pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156

# Auditing Requirements

- OMB Circular A-133 Requirements
  - All sponsors expending more than \$500,000 in federal funds during a fiscal year **MUST** undergo an OMB A-133 audit.
  - The \$500,000 threshold is for all federal funds expended by the sponsor
    - Not just those received from KYTC.
  - Sponsors receiving less than \$500,000 from KYTC must determine if the amount of federal funds received meets the threshold
  - Failure to adhere to OMB A-133 requirements may result in withholding reimbursements until compliance is met.



# Auditing Requirements

- Sponsors must submit annually to OLP
  - A copy of their A-133 audit if federal expenditures exceed \$500,000

**OR**

- Certification that their federal expenditures from all sources did not exceed \$500,000

# Maintenance

- Serve a public purpose in perpetuity
- Maintained on a non-profit basis
- Schedule should be made prior to and included in the project agreement with KYTC

# Model Procurement Code

- The Model Procurement Code (MPC) is a state law that has been codified in KRS 45A.005, *et seq.* that the Commonwealth of Kentucky must follow when purchasing goods and services.
- A local public agency, such as city or county, by ordinance may choose to adopt a portion of the MPC. KRS 45A.343 is the statute allowing a city/county to adopt KRS 45A.345-360, which upon adoption must be followed in purchasing.

# Model Procurement Code

- KRS 45A.343 through KRS 45A.460
  - Local Public Agencies
- KRS 45A.385 Small Purchases
  - \$20,000 and Under
- KRS 45A.430 Bid Bonds
  - Exceeds \$25,000
  - Need 5% of Bid
- KRS 45A.435 Performance & Payment Bonds
  - Exceeds \$25,000
  - 100% of Contract Price
- *Advertising for projects*



# Timeline

- Project selection
- Project added to Transportation Improvement Plan (TIP) (if metropolitan area)
- Project added to the Statewide Transportation Improvement (STIP) Plan
- Environmental Review
- Section 106 Review
- PR-1 to FHWA to authorize construction.
- Execution of Project Contract
- Construction activities are now eligible for reimbursement.

# Sponsor's Responsibilities

- Projects by nonprofit organizations are to be in partnership with a government sponsor (state or local government agency) in order to receive funding.
- All invoices, budget revisions, contracts and any correspondence must be signed by the **SPONSOR**. (CJE/Mayor/BOE Superintendent)

# Sponsor's Responsibilities

- Obtain required matching funds for TE, CMAQ, NSB, and TCSP Projects
  - 20% Minimum Required
- Administer the project
- Identify the project in its financial accounting and annual audit
- Arrange funding for long-term maintenance prior to the programming of funds



# Project Contract

- Upon authorization of funds, the contract will be prepared and reviewed by the KYTC legal counsel.
- Forwarded to sponsor for review, signatures, and a resolution from the city or county
  - The OLP must have a resolution from the city/county approving the agreement and indicating the Mayor's/Judge's/Superintendent's Authority to enter into this agreement for and by the city/county/BOE. The resolution should be adopted, signed, and submitted as an attachment to the contract agreement.
  - We must have the original or certified resolution.
    - Certified means the copy of a document or record signed and certified as a true copy by the officer who retain the original
    - For example, the county/city clerk would be the officer who retains the original resolution and attests or certifies w/ an original signature and seal that the document is an exact copy of the original.
  - We will not execute the contract without the resolution.



# Project Contract

- The Sponsor submits the contract to the KYTC Office of Local Programs for final execution by the Secretary .
- A fully executed copy of the contract will be sent via mail or e-mail to the Sponsor.
- **No work shall commence until the contract is fully executed.**

# Project Contract

- The project budget will be Attachment A to the contract.
- A maintenance plan will be Attachment B to the contract
- Attachment C will be the Local Government Resolution
- Reimbursement of federal funds is required if the project is not completed.
- **All activities that occur prior to the execution of the contract are not eligible for reimbursement or match.**

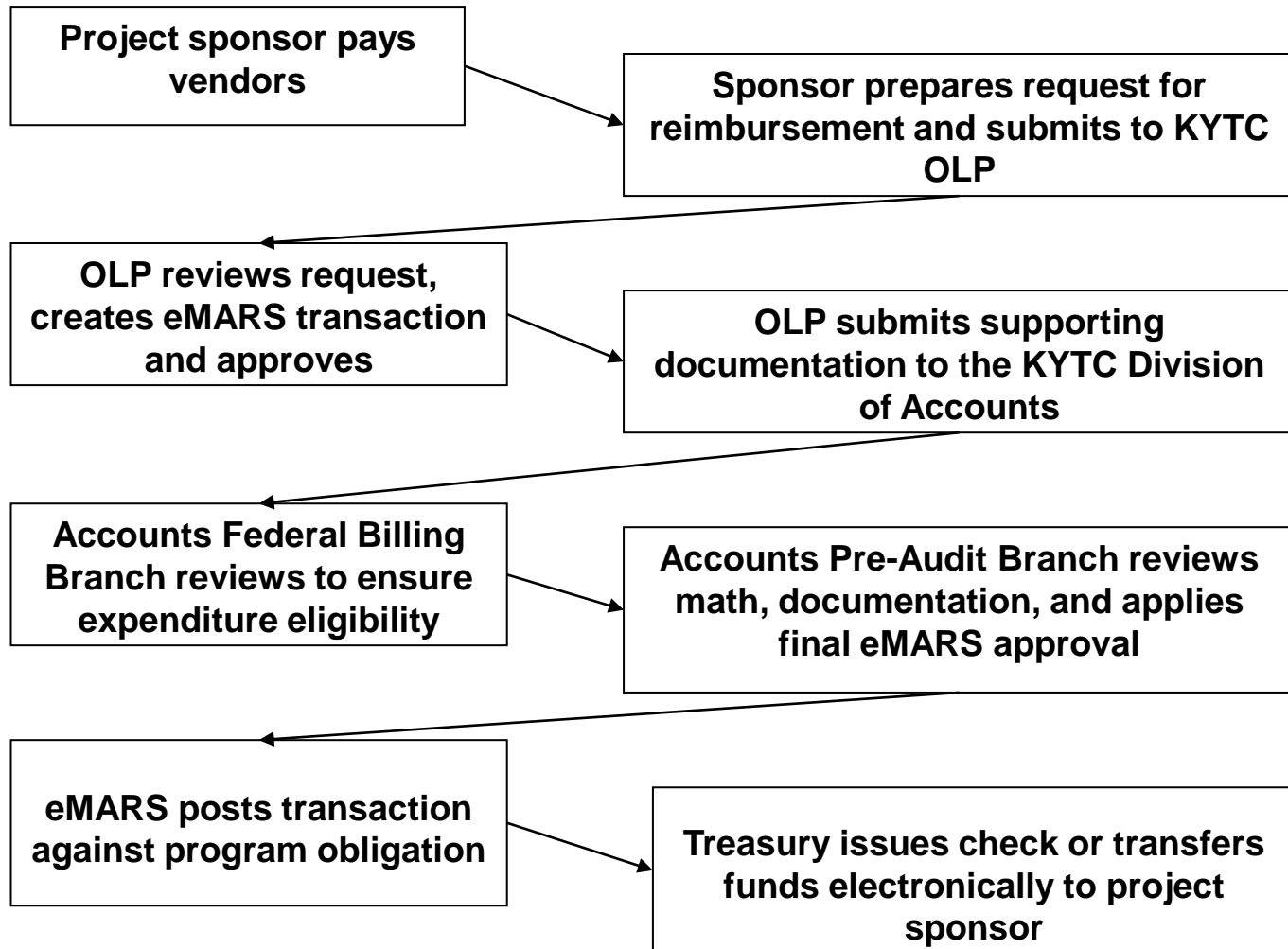
# Project Deadlines

- All TE, CMAQ, NSB, TCSP projects must be completed within **three years** from the signing of the contract.
- All SRTS projects must be completed within **18 months** from the signing of the contract.

# Reimbursement Request Processing

- OLP reviews request from project sponsor
- Any deficiencies must be corrected
- OLP creates an electronic eMARS payment transaction
- OLP designee compares the eMARS transaction to supporting documentation
- OLP designee applies an electronic approval or rejection OLP forwards supporting documentation to Division of Accounts
- For reimbursement to occur, transactions must receive final approval from the Division of Accounts
- Division of Accounts Federal Billing Branch  
Reviews transactions to ensure expenditures are allowable by FHWA

# Reimbursement Process



# How long will this take ?

- Every effort is made to pay within 30 working days
- Errors in requests or missing documentation will increase the timeline
- KYTC has almost 10,000 projects
- KYTC processes over \$10,000,000 per week in FHWA payments



# Reimbursement Process Delays

## Avoiding Delays

- Be sure your vendors give you detailed invoices which reference the project
- Be sure vendor invoices are correct
- If you have multiple active projects, do not commingle reimbursement requests
- Check and double check all amounts
- Make sure all required documentation is submitted

# Reimbursement Process

- Office of Local Programs Reimbursement Request Form
- All Invoices must be signed by the Sponsor (Mayor, Judge, Superintendent etc..)
- Reimbursement Process takes approximately 30 working days from receipt of the invoice when submitted correctly
- **Activities occurring prior to date of contract execution are not eligible for reimbursement.**

# Reimbursement Process

- **Include Contract and Federal Number on all correspondence**
- Include brief description of invoices & work completed
- Identify the amount of Disadvantaged Business Enterprise (DBE) participation for each invoice submitted (if applicable)
- Sponsor must have an approved Cost Allocation Plan (CAP) to receive reimbursement for prior approved, program specific indirect costs

# Reimbursement Requests – Supporting Documentation

- Proof of Payment
  - Cancelled Checks
  - Credit Card Receipts
- Detailed Vendor Invoices
  - All receipts & invoices must have a header
  - Description of services or items purchased must be included
  - Signatures must be legible
- Requests for reimbursement of property acquisitions must contain proof of title transfer.

# Reimbursement Requests – Supporting Documentation

- Match Documentation
  - Labor
    - Time Sheets
      - Must reflect hours employee devoted to project
      - Signed by employee and supervisor
    - Salary and benefit schedules
  - Property
    - Approved appraisal by KYTC Division of Right-of-Way
  - In-Kind Contributions
    - Documented and verifiable value of donated service
    - Use of City/County Equipment
      - Rental rates (where applicable)



# Labor Questions

If you have any questions regarding prevailing wage and the Davis-Bacon Act, please contact the Kentucky Labor Cabinet at (502) 564-3070.



# Additional Info

- NO reallocation of funds to other projects is allowed.
- 2 budget revisions are allowed.
- Additional funds needed must be requested through the application process – Accurate budgets are VERY IMPORTANT.
- Semi-annual progress reports
- Recordkeeping (LPA Certification/A-133 Audit)
- Project Closure

# Office of Local Programs

**Mike Jones**

**Historic Preservation Coordinator**





# Environmental Review

- All projects shall conform with:
  - National Environmental Policy Act (NEPA)
  - Section 4(f) of 49 United States Code (USC) 303
  - National Historic Preservation Act
- Division of Environmental Analysis reviews projects for impacts on biology, fish and wildlife and archaeology.

# Section 106

- Section 106 review takes its name from Section 106 of the National Historic Preservation Act of 1966.
- The Historical Review checks to make sure any properties, sites, structures, etc that are listed on the National Register for Historic Places or eligible to be listed on the register are not harmed by the project.

# Categorical Exclusion for Minor Projects



REV. 7-23-2009

NOV 03 2009

Steven L. Beshear  
Governor

TRANSPORTATION CABINET RECEIVED  
Franklin L. Kentucky 40622  
www.transportation.ky.gov

Michael W. Hancock, P.E.  
Acting Secretary

## Categorical Exclusion for Minor Projects

Project Type: Transportation Enhancement County: Boone Location: City of Burlington  
Project Description: To construct new sidewalks near Burlington School along KY 18.  
Termin:   
Work will occur near Burlington School along KY 18 (Burlington Pike) from Darlington Drive to Orient Street.

The project as proposed,

- ☒ will not induce any significant impacts to planned growth or land use for the area;
- ☒ will not require relocations
- ☒ will not have a significant impact on any federally listed, threatened or endangered species
  - ☒ No Effect (Project Type: 16)
  - ☐ Not Likely to Adversely Effect (Attach finding/describe minimization measures)
- ☒ will not have a significant impact on any cultural or archaeological resource
  - ☒ No Effect ☐ No Adverse Effect (see comments and attach coordination letters/findings)
- ☒ will not have a significant impact on any water fowl refuge, recreational or other 4(f) resource;
- ☒ will not involve significant air or noise impacts;
- ☒ will not have a significant impact on water quality
  - Permits required: ☐ 401 ☐ 404 ☐ Unknown (explain in comments)
- ☒ will not have significant impacts on travel patterns;
- ☒ will not otherwise, either individually or cumulatively, have any significant environmental impacts.

Comments: PM 2.5 coordinations conducted; project considered exempt.

The project described above has been determined to meet the criteria established in 23 CFR 771.17 and the FHWA/KYTC Categorical Exclusion Agreement for a Categorical Exclusion.

*David M. Wells* *10/26/09*  
Director, Division of Date  
Environmental Analysis

pc: Jose Sepulveda, FHWA ; Ron Rigney, Program Management; Shane Tucker, Local Programs;  
Files



An Equal Opportunity Employer M/F/D



# ADA Compliance

- 20 percent (54 million) of the U.S. population over the age of 15 has a disability (*2000 Census*)
- 17 million Americans have serious hearing disabilities (*2000 Census*)
- 10 - 12 million have visual impairments
- Facilities constructed with Federal funds must be physically accessible

# Alterations to Existing Facilities

- When an existing facility or part of an existing facility is altered, it must be made readily accessible to and usable by individuals with disabilities, to the maximum extent feasible.
- Applies to facilities altered after January 26, 1992
- Temporary Structures/Construction Zones must also be accessible.

# Accessibility of Existing Facilities

- Public entities do not need to take actions that would result in fundamental alteration in programs or undue financial or administrative burdens, or...
- Destroy the historic significance of historical sites to achieve accessibility. (other means of accessibility at the site are required)
- Always document these determinations!

# Pedestrian Access Minimum Requirements

- One accessible route linking all facilities and services
- Sidewalks 60” minimum clear width
- Any sidewalk grade greater than 5% is a ramp.
- Cross-slope no greater than 2%
- Install curb ramps with detectable warning surface of truncated domes.

# ADAAG - Exceptions

- New construction- Structurally impracticable in rare circumstances due to terrain
- Alterations- Jeopardize structural integrity
- Historical Sites -threaten or destroy the historic significance of the building or facility
- Still provide alternate access route, accessible services or accessible facilities to the "maximum extent feasible" in all of the above
- Document all exception requests and decisions!



# Maintaining Accessibility

## Maintaining Accessibility 28 CFR 35.133

- State and local governments must maintain the accessible features of facilities in operable working conditions (for example, curb ramps, sidewalk breaks, buckled bricks)
- Poorly maintained facilities are not accessible or safe

# Curb Ramps

Required when:

- Streets, roads or highways are newly built or altered (including resurfacing); or sidewalks, crosswalks and paths are newly built or altered, when they intersect roads
- Change in level on pedestrian route or walkway is greater than 1/2" (ADAAG Standard)

# Curb Ramps

- The ADA specifically requires curb ramps for new construction and modification of existing facilities.
- Also required under the Federal-Aid Highway Act of 1973 and Section 504 49 CFR 27 (when Federal aid is used to construct pedestrian crosswalks)

# Pedestrian Accessibility Guidelines

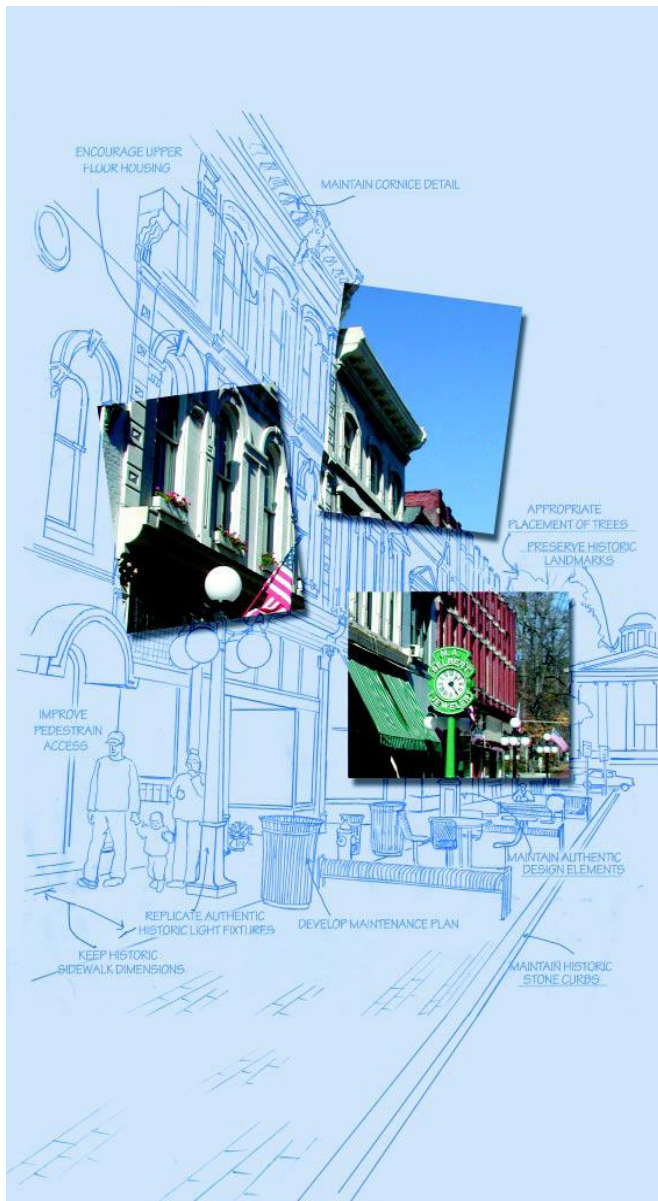
- FHWA has published “Designing Sidewalks and Trails for Access”
- Part I is accessed on line at:  
[www.fhwa.dot.gov/environment/bikeped/access-1.htm](http://www.fhwa.dot.gov/environment/bikeped/access-1.htm)
- Part II is also accessed on line at:  
<http://www.fhwa.dot.gov/environment/bikeped/order.htm>

# ADA – For More Information

- US Department of Justice
  - [www.ada.gov](http://www.ada.gov)
- Access Board
  - [www.access-board.gov](http://www.access-board.gov)
- Equal Employment Opportunity Comm.
  - [www.eeoc.gov](http://www.eeoc.gov)
- US Department of Transportation/FHWA
  - <http://www.dot.gov/ost/docr>
  - <http://www.fhwa.dot.gov>

# Streetscape Guidelines

## Commercial Historic Districts



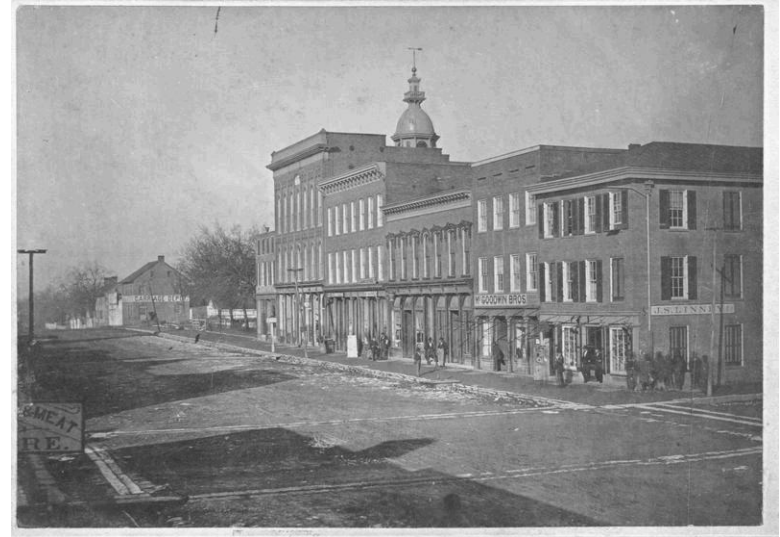
# Streetscape Guidelines

- *Table of Contents*
- *Introduction 6*
- *Downtown Design Goals 8*
  - *Design for People*
  - *Correct Infrastructure Pathologies*
  - *Maintain or Improve Mass and Space Relationships*
  - *Enhance Pedestrian Experience*
  - *Coordinate Public and Private Improvements*
  - *Enhance Individuality*
- *Design Guidelines 26*
  - *Pedestrian Paths*
  - *Lighting*
  - *Trees*
  - *Parking*
  - *Street Furniture*
  - *Signs and Information*



# Historical Documentation

- Provide proof of elements you want to use.
- [www.sternberglighting.com](http://www.sternberglighting.com)
- [www.holophane.com](http://www.holophane.com)





# Secretary of the Interior's Standards

- **Rehabilitation**
- Returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

# Design & Plan Review

- All architectural designs and plans must be submitted to the OLP/LPA Coordinator for review and approval prior to construction.
- KY Streetscape Design Guidelines
- Secretary of the Interior's Standards for the Treatment of Historic Properties

[http://environment.transportation.org/documents/Design\\_Guidelin.pdf](http://environment.transportation.org/documents/Design_Guidelin.pdf)

<http://www.cr.nps.gov/hps/tps/standguide/index.htm>



- Provide Details



# Sample Plans

## THE RENOVATION OF THE HISTORIC CADENTOWN SCHOOL LEXINGTON, KENTUCKY



INTERIOR, 1900s photograph



EXTERIOR, 1900s photograph

ARCHITECT  
ALBERT + ASSOCIATES ARCHITECTURE

1000 LUTHERAN DRIVE  
LEXINGTON, KENTUCKY 40502  
(502) 253-0000

MECHANICAL/ELECTRICAL ENGINEERS  
KAISER-TAUBEE ENGINEERS, INC.

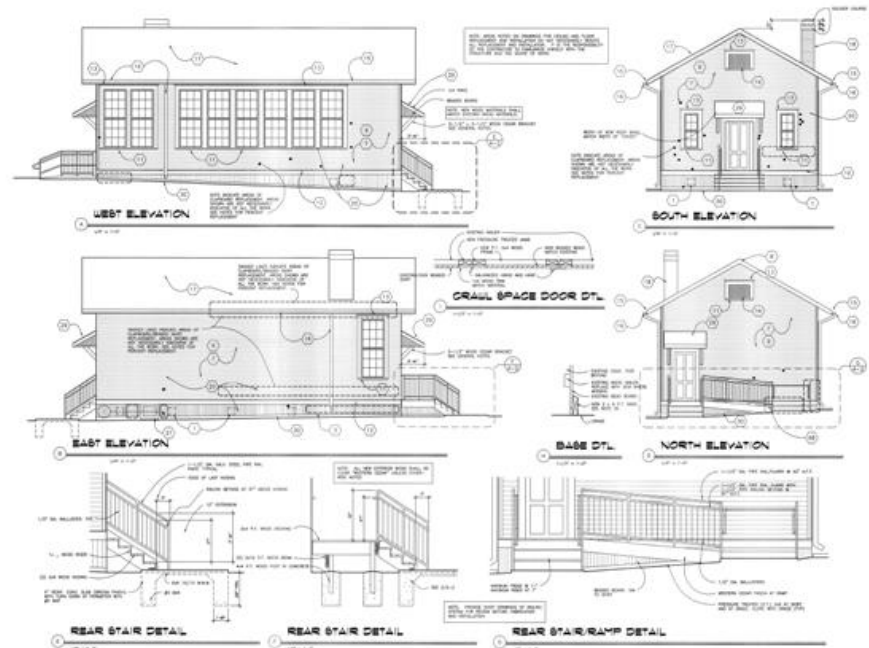
1100 WOODLAND AVENUE  
LEXINGTON, KENTUCKY 40502  
(502) 253-0000

### INDEX TO DRAWINGS

- 0-1 COVER SHEET (THIS DRAWING)
- 0-2 GENERAL NOTES
- 0-3 MATERIALS SPECIFICATIONS
- 0-4 CONSTRUCTION DETAILS
- 0-5 CONSTRUCTION DETAILS

The following drawings are included in the set, and are not intended to be used in isolation:

- 0-1 COVER SHEET (THIS DRAWING)
- 0-2 GENERAL NOTES
- 0-3 MATERIALS SPECIFICATIONS
- 0-4 CONSTRUCTION DETAILS
- 0-5 CONSTRUCTION DETAILS



Albert + Associates Architecture  
1000 LUTHERAN DRIVE  
LEXINGTON, KENTUCKY 40502-1000  
(502) 253-0000

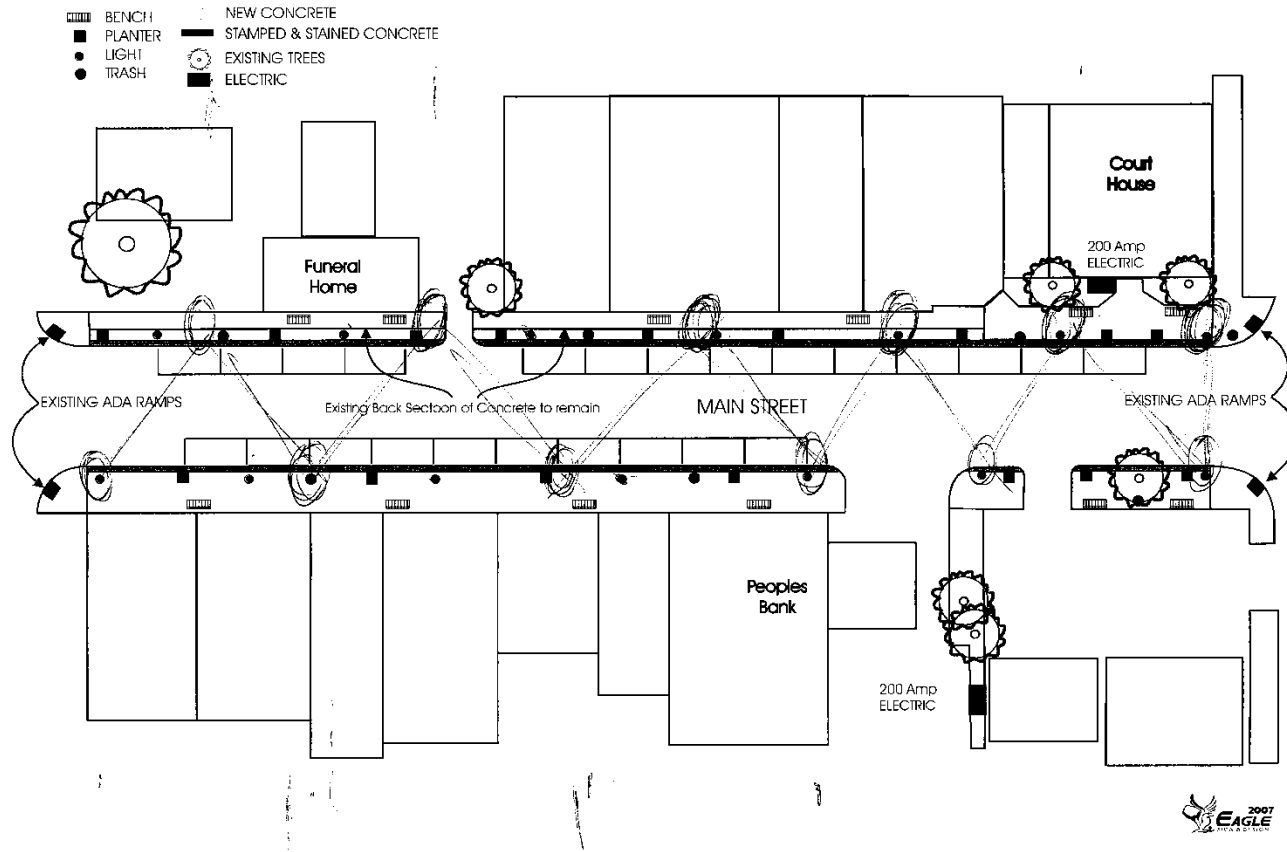
BUILDING ELEVATION DETAILS  
CADENTOWN SCHOOL  
1000 LUTHERAN DRIVE  
LEXINGTON, KENTUCKY

A-2

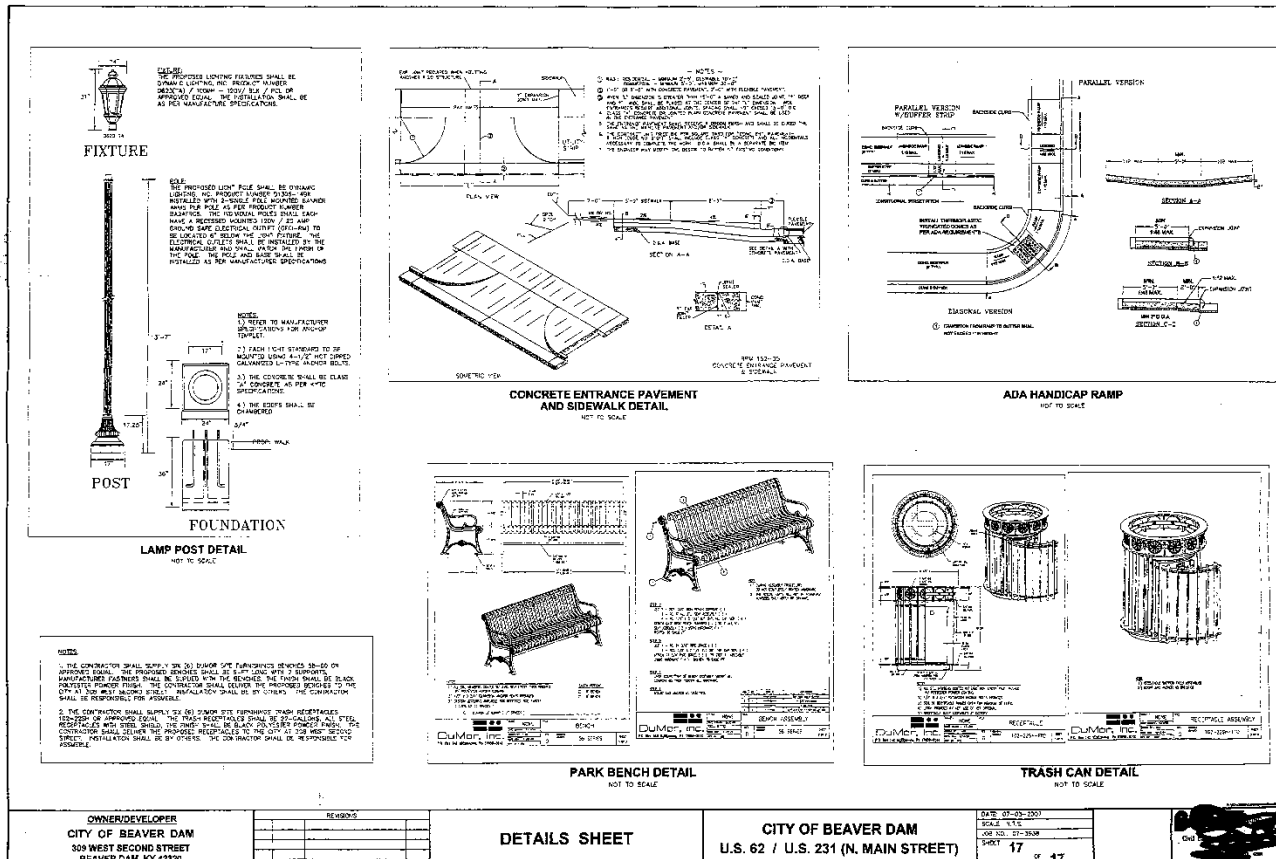
# Sample Plans

## *Historic Taylorsville* **MAIN STREET**

### PHASE I Main Street Renaissance ① NEW STREETSCAPE LAYOUT



# Sample Plans



# Easement Requirements

- What is a preservation and conservation easement (hereinafter “Easement”)?
  - Kentucky law defines a conservation easement in KRS 382.800 as follows:
    - “A nonpossessory interest of a holder in real property imposing limitations or affirmative obligations, the purposes of which include...preserving the historical, architectural, archaeological, or cultural aspects of real property.”
    - Basically, it is a legal and binding agreement that prohibits certain activity on the historic property once recorded in the local county clerk’s office.



# Easement Requirements

- When is it required?
  - For purposes of TE projects, an easement is required when a historic property, including those properties list in the National Register of Historic Places or Districts, are acquired or rehabilitated through with TE funds.
  - The Cabinet will be the holder of the Easement on the property.
  - Annual inspections will be performed to ensure that the historical integrity of the property remains intact and the terms of the Easement are being followed.
- The owner, if different from the Recipient to the Contract, must acknowledge by signing the KYTC Contract that the owner will enter into the Easement.

